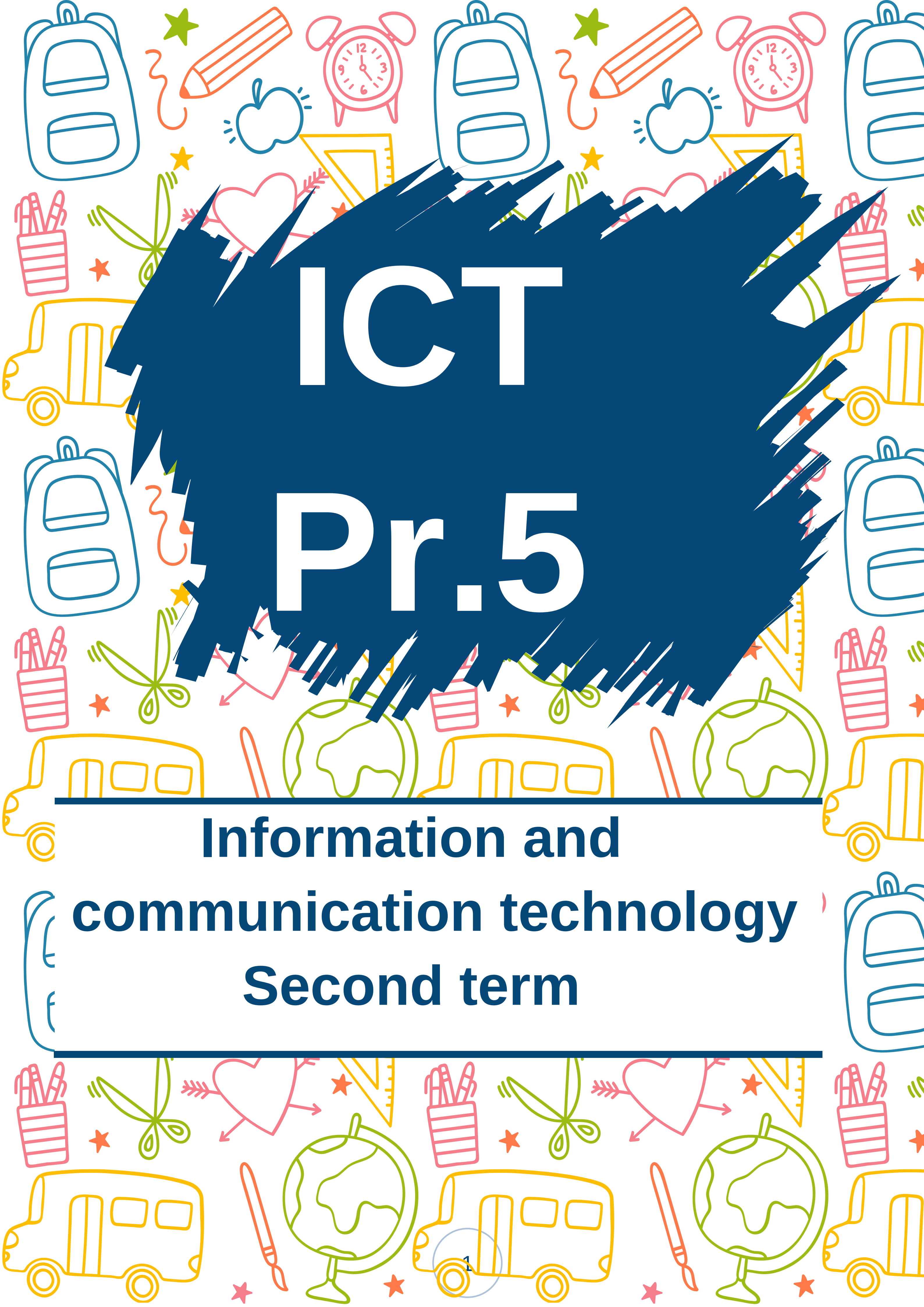
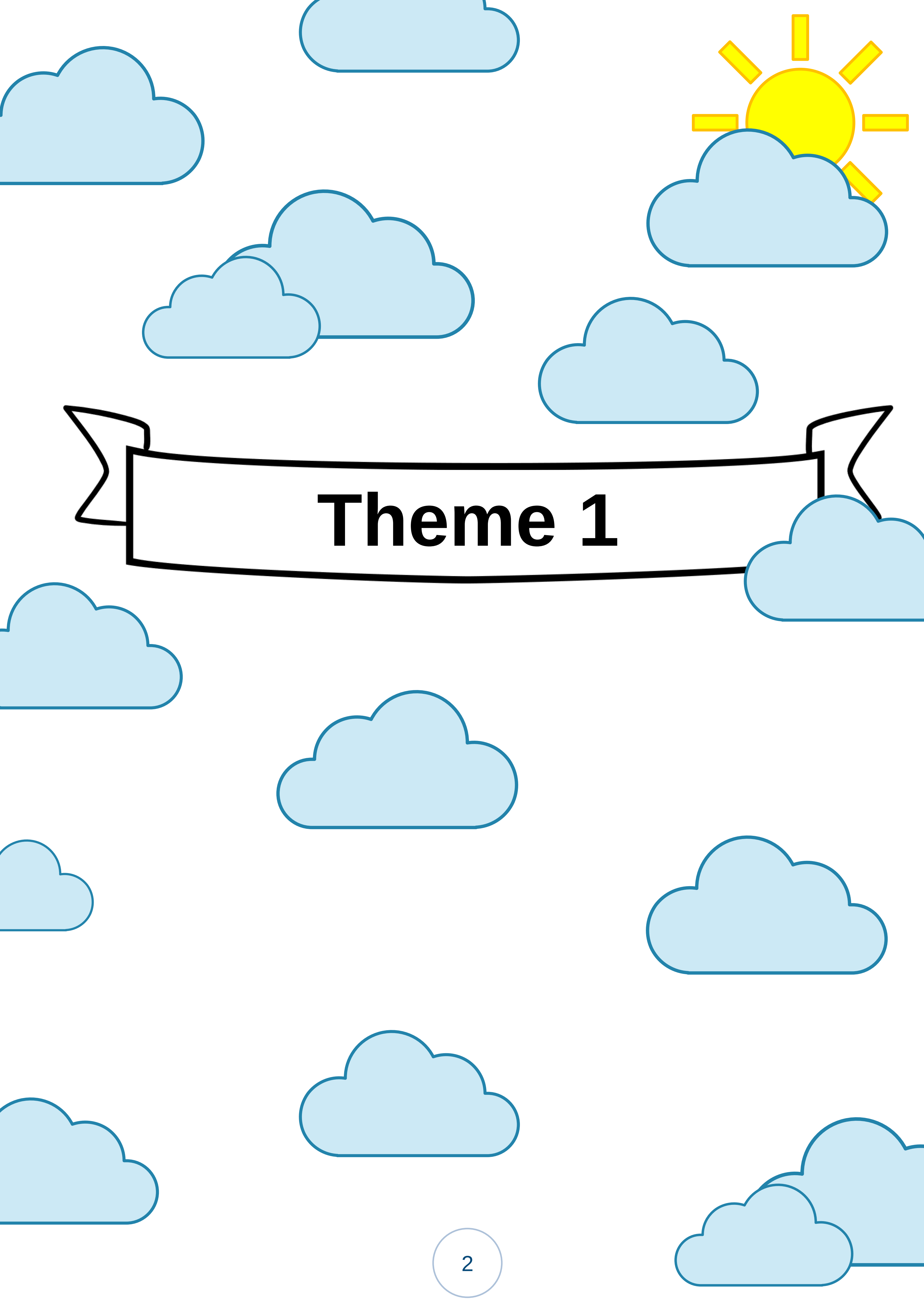


ICT
Pr.5

Information and communication technology
Second term


Theme 1

Lesson 1: Explore in Action

COVID-19

Beg Keiner:

Who is Peg Keiner?

She is Explorer, Ambassador and Director of Innovation

Where is she from?

she is From Chicago, United States

What is she work?

- Explorer for National Geographic
Global Goals Ambassador for the United Nations
Director of Innovation, **GEMS World Academy** in Chicago

-At the start of the **COVED 19** pandemic in **2020**.
She noticed that there was a lot of litter from COVID PPE (Personal protective equipment) such as facemasks and disposable gloves.

What did she do about this?

- She decided to spread awareness of the dangers of PPE litter.
- She used an app called (Debris tracker)
- It is a free application that can be downloaded from a mobile phone .

How did she use it?

She uploaded the photos of the litter and recorded where she found it via Gps (global positioning system) and the description of items .

Ms. Keiner wasn't collecting litter data alone, she taught her students to use the Debris tracker, and they collect litter data on and analysed them.

MS. Keiner used the hashtag #trackingppe:

- On social media sites such as Twitter and Instagram
- After collecting data from the litters, she used to make infographics to analyse the data as she used it. she used GPS maps

In 2019, the Egyptian Ministry of Environment started the "Go Green" Initiative

This initiative part of the National Sustainable Development Strategy, Egypt 2030, and includes 63 environmental issues.

To spread awareness of environmental issues and to emphasize each citizen's role in protecting the environment and natural resources.

Exercises

Question 1: Put a (true) or(false)

1- facemasks and gloves are examples of PPE litter. ( )

2- Beg keiner is an explorer and innovation director at school in Chicago. ( )

3- spread awareness of environmental issues is not one of the goals of the Go Green initiative. ( )

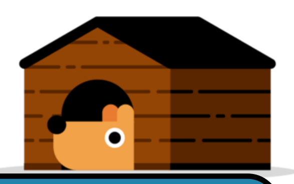
4- Big Kenner has spread awareness among the community of the dangers of litters by using technological tools. ( )

5- One of the digital applications used in tracking litters is Debris tracker Beg keiner has been collecting litters data alone . ( )



Match from column (A) with the appropriate match from column (B):

A	B
An application used to collect data on PPE litters	GPS
recorded location of litters through it	Debris tracker
from social media platforms	COVID 19 pandemic
The main reason why Big Kenner decided to help. spread awareness among people	Twitter and Instagram



Lesson 2 (Digital Citizenship and Social Responsibility)

Digital citizen has rights and responsibilities:

Rights	responsibilities
Privacy	Respect others' privacy
Protection from piracy	Respect various sources
ability to engage with others. online	exhibit positive behaviour when. interact with others
Provide and access information. online	Ensure safe sharing online
Use the Internet anytime and anywhere	

Social Responsibility:

Helping others through social media and to solve some social issues like (improving Health care -fighting pollution–the Factors affecting climate change)

Express your opinions in positive way freely and respect others.

- Accurate sources must be used, easy to understand and clear information - You must use credit source and safe sites.

- Stop visiting the site spread a harmful information.

- Corporate social responsibility (CSR)

Many companies include CSR tasks as a part of their business planes to help communities around the world.

Exercises

Question 1: Put a (true) or (false):

1 - No one could express about his opinions free via Internet ( )

2 – Crediting source is not important when sharing the information via Internet. ( )

3 -We must Respect others' privacy ( )

4- One of your rights is a Protection from piracy. ( )

5 - One of your rights Use content's others Without their permission ( )

6 - One of social issues improving Health care ( )

Question 3: Write the word (rights) or (responsibilities) in front of the following:

1-protection from piracy on your files Personal ( )

2-respect others Privacy ( )

3-Ability to Use Internet when you need. ( )

4-Ensure safe sharing online. ( )

5-Ability to interact with others via Internet. ( )



Lesson 3 Online communication

Writing and speaking style online is very important when communicating".

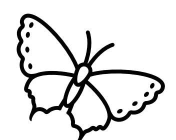
When communicating with your teacher or a person of authority, you must:

- be polite and respectful
- Use titles such as (Mr. - Mrs. – Dr ...)
- Avoid making jokes

When communicating with someone you have not met before, you should:

- Introduce yourself
-Be clear about you're your message is about
-State your reason for sending the message up front

When communicating with a peer or classmate you do not know well, you should:



- Use the Full first name
- don’t abbreviate it or use nicknames (it for close friends)

When communicating with a close friend of yours:

- It is appropriate to use nicknames
- it's Ok to be more casual in tone when writing but remember to be respectful

Feelings and emotions are difficult to convey Text messages It will be visible on video calls.

Non-verbal communication:

is lost online communication because it does not clarify feelings.

- positive words should be used when communicating.
- Be conversational and use proper grammar l and correct spelling
- Use emojis to add tone and emotion even in formal situations
- Assume the best



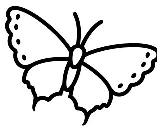
Exercises

Question 1: Put a (true) or (false):

1-You could show your feelings and your emotions during Text Messages ( )

2- from ethics communication online that be polite. ( )

3- no There is difference between communication face to face And Communication via text messages. ( )



4- when communicated with your teacher You should making a jokes ( )

5- One of the disadvantages of non-verbal communication is that it does not clarify the tone of voice. ( )

6- It is not important to introduce yourself if you have not met the person you are messaging with before. ( )

Question 2: Complete the sentences:

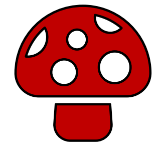
(Non-verbal communication - emojis - style Writing - video chat)

1- .... maybe use it to show feelings

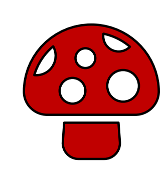
2- ....very Important when communication via Internet.

3- when your use for .... Appear your feelings And your emotions which difficult to transport from during Text Messages.

4- .... lost online communication because it does not clarify feelings.



Lesson 4 (Information websites)



The Alexandria Digital Library and the Egyptian Knowledge Bank website are examples of reliable online libraries.

The Egyptian Knowledge Bank offers : -

The world's largest collection of online educational resources
(Books - articles - encyclopaedias - dictionaries - video clips)

- Files can be downloaded to your device
- Content suitable for all ages
- Safe, accurate and copyrighted sources
- Free use for all Egyptians

helpful website features: -

Containing search engines provide results.
EKB and ADL content have specialized search engine.
- Containing Menus To find information about the content
- Avoid scrolling and wasting time looking for general information
- And include clear titles and content information
- Icons To reach sections of pages or other pages

-"Contact " and "About" field are easy to find so visitors can contact or learn more about the people involved in a website
- About may includes taglines – short pieces of information to provide an overall theme of the website

To create a website:

To create websites we use programs such as WordPress
- Choose a blank template or one of the pre-loaded program templates.
- After choosing a template, you will have access to free design tools to create your website.
- When creating a website be sure to consider the photos and videos and font size / type

Homepage:

It is the first screen a visitor sees when entering a website



Question 1: Put a (true) or (false):

1- Egyptian Knowledge Bank is considered the largest digital library provide us a lot of information. (   )

2- WordPress one of the programs that used for create websites. (   )

3- Egyptian Knowledge Bank content suitable for all ages. (   )

4- You can't download files on your device from Egyptian Knowledge Bank. (   )

5- when create a webpage should be easy to use and attractive.(   )

Match from column (A) with the appropriate match from column (B):

A	B
It is the first screen a visitor sees when entering a website	Icons
Avoid scrolling and wasting time looking for general information	About the site
To reach sections of pages or other pages	Homepage
may includes taglines – short pieces of information to provide an overall theme of the websit	Menus

Lesson 5 (Internet Services)

Websites are either (commercial - non-commercial) .

commercial websites:

used To sell products and provide services such as Amazon

include customer reviews which can be helpful to both the business and the customer

Review help customers decide if they want to buy product or not

non-commercial Websites:

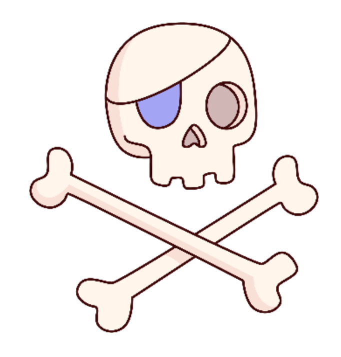
Providing information or raise awareness on an issue like Egyptian Knowledge Bank

-Be wary of fake reviews. They're usually written from a business itself to make their products seem more appealing

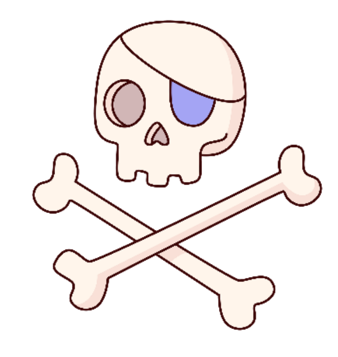
-A reviews that's overly positive or negative shouldn't be trusted

advertisements also useful to get information about product
Sites can use your information about the sites you visit and in any online
accounts you have and place advertisements towards
(your interests - your geographic location–your gender–Your age)

- Example watching video about football The sites will provide you with advertisements showing sporting goods that are appropriate to your interests.



Exercises



Question 1: Put a (true) or (false): -

1- A reviews that's overly positive or negative shouldn't be trusted (   )

2- Websites are divided into commercial and non-commercial websites. (   )

3- The purpose of non-commercial sites is to sell products and provide services. (   )

4- Customer reviews are useful to the company's product. (   )

5- It is possible to buy and sell through the Internet. (   )

6- Egyptian Knowledge Bank An example of non-commercial websites.(   )

Question 2: Choose the correct answer:

Websites are divided into …………………...

c- a, b together

B- Non-commercial sites.

A- Commercial sites

The purpose of the non-commercial website is to ………………

A - Providing information about a product

B- Selling products.

B- a, b together

How do I get information about a product?

A – advertisements

B- Reviews

c–a, b together

The website of the Ministry of Education is an example of websites.

A - commercial

B - non-commercial

C – unreliable

put (√) in front of the correct answer:

website	commercial	non-commercial
Alexandria Digital Library		
Egyptian Knowledge Bank		
AMAZON		
A marketing site		
The Ministry of Education site		



Lesson 6 (Using ICT for content creation)

Microsoft Edge:

- Is the web browser that comes with (Microsoft Windows)
- It is used for browsing, searching, streaming, and watching videos
- It contains the collection feature to organize search in one place and on multiple devices

collection can through it add :

(entire web pages - videos - images - charts - graphs texts - links - notes)

-Can also export each collection to other apps such as Word-Excel.

To start a collection:

1- Select Collection on the toolbar.
2- Select (Start a New Collection).
3- type your group's title in the box.
4- Add content by selecting (Add current page)
5- Drag an image into the collection.
6- Select text or links and drag them into a collection.

Microsoft Editor:

To check grammar and spelling

- The editor will highlight problems such as capitalization errors, sentence fragments and missing or incorrect words and punctuation.

- Suggest correcting each error and You decide whether to accept or ignore each suggestion.

- Select the Editor icon in word's toolbar or in the browser to review possible grammar and spelling errors.



Exercises

Question 1: Put a (true) or (false):

1- Microsoft Edge used To check grammar and spelling (   )

2- Collection in Microsoft Edge can through it add entire web pages (   )

3- Microsoft Edge help in browsing , searching and watch the videos. (   )

4- Editor Make a suggestion to correct each error and You decide whether to accept or ignore each suggestion (   )

5- To check grammar and spelling we Use Microsoft Editor. (   )

6- To start new group inside Microsoft Edge you choose Add current page.(   )

Question 2: Choose the correct answer :

Microsoft Edge is a.............. helps you in browsing and search and watch videos.

a- search engine

b- B-browser

c- c-hashtag

You can add ………………. through Microsoft Edge.

a-clips video

B-photo

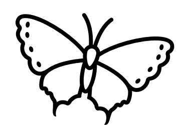
c–a, b together

- We can also export each collection to other apps such as ……….

a-Word

B-Excel

c–a, b together



to start new group in Microsoft Edge……...............

a-Start New Collection

B-Add current Page.

c-New we use.

…...............to add content to your group.

a-Start New Collection

B-Add current Page.

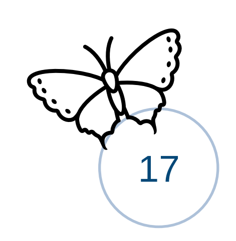
c–New



Online sources, including (reliable source - unreliable source)

Reliable sources: -

Online libraries - Online Maps - Online Museums - Specialized Search Engines



Online libraries:

such as the Egyptian Knowledge Bank. Alexandria Digital Library It contains many reliable educational materials (books - articles - encyclopaedias - dictionaries-clips video)

digital maps: -

Provides clear and accurate directions to required places such as Google Maps - Display streets or an area map.

Electronic museums:

It allows viewing museums digitally and includes information about each museum.

specialized search engines:

Google - Bing

Search for reliable and secure information unlike general search engines It may lead you to unreliable, unsafe pages.
It is preferable to use keywords in the search.

A website's Meta information:

Websites include meta information such as keywords, information about the site.

- When you use a search engine and get a set of results, The information that below each link is the meta information of the site.

- This will allow to read more about the site before clicking on the link.

- At the bottom of the websites there is usually information such as: A copyright notice – logo – contact information and social media icons

- Clicking on these links can help you decide if the site is reliable

Exercises

Question 1: Put a (true) or (false):

1- specialized search engines lead to unreliable and unsafe sources. Google Maps Display streets or an area map. (   )

2- all the information on the Internet Reliable (   )

3- websites that Contains on a lot of errors spelling And lies considered as reliable sites (   )

4- Digital Maps via Internet contain a lot of books and articles and encyclopaedias. (   )

5- You can Visit Museums virtually via Internet Alexandria Digital Library that contain safe and reliable information. (   )

Question 2: Choose the correct answer:

.................used to watch Museums on your device digital.

a-Museums

B- Digital Maps

c- Digital Libraries

specialized search engines...................

a-YouTube

B-Facebook

c-Google and Bing



This will allow to read more about the site before clicking on the link.

a- Site names

b- A website's Meta information

c- Website addresses

.... To search for different educational materials online.

a- Electronic Museum

b- Digital maps

c-Digital libraries

Examples of library sites that contain safe and reliable information................

a- Alexandria Library

b- Egyptian Knowledge Bank

c- A,B together

Provides clear and accurate directions to required places such as

a-YouTube

B- Facebook

c- Google Maps

Display streets or an area map use........

a- Excel

b- B- word

c- c-digital maps



Question 3: Complete with the appropriate answer:

(Google Maps – Google -Digital Libraries - Electronic Museums - Digital Maps)

1- ………….. Provides clear and accurate directions to required places.

2- Is considered...............One of the most important specialized search engines on the Internet.

3- ....It is one of the most famous sites that provide digital maps service.

4- used................To search for different educational materials online.

5- ……………………It allows viewing museums digitally and includes information about each museum.

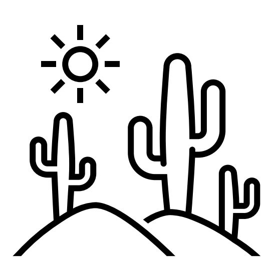
Lesson 8 (Synchronous and Asynchronous Communication)

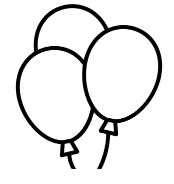
Synchronous communication:

- Is a real time communication between people (at the same time)
- It requires an instant response

Such as:

- video chats - Live TV programmes - Instant chat rooms





Asynchronous communication:

- It is communication that does not occur in real time and does not require an instant response Like - email
- Voice and text messages and recorded video clips.

When is synchronous communication useful??

When you write about something out of everyday life to your friends or family and need a quick or immediate response

When is asynchronous communication useful??

- when writing about Serious thing or complicated matters to someone you don't know well
- or with someone in authority, do not need an immediate response(answer right away)

Communication rolls:

Be polite:

Even if you are upset about something what Do not use language that could be upsetting to the recipient.
Respect the feelings of the recipient.

Be patient:

if your 're sending a message to a close friend, they need time to respond, or may be busy.
Give the recipient some time to respond before sending another message.

Be helpful:

Helping others is a part of being a good digital citizen.
Use what you've learned to help the people you communicate with, whether it's a problem they're facing, or something they need help with. If anyone needs your help communicating online, share what you know

be clear:

it's easy for Misunderstandings to occur when communicating online Always be sure your message is clear. Read it back to yourself before you send it. Could the recipient misinterpret it? If so, review it one last time before sending it.

Exercises

Question 1: Put a (true) or(false):

1- One of the advantages of Internet is communicate with others using digital tools. (   )

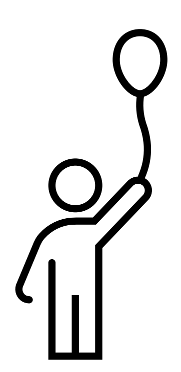
2- You must be sure your message is clear when communicating with others. (   )

3- Recorded voice messages are examples of synchronous communication. (   )

4- Synchronous communication do not need an immediate response (   )

5- We use asynchronous communication when information is urgent and necessary. (   )

6- Examples of Synchronous communication are video chats and chat rooms (   )



Question 2: Choose the correct answer:

.... requires an immediate response

A - Synchronous connection

B - Asynchronous connection

C - Both are correct

Help the people you communicate with and try to solve their problems.

a -Synchronous

B - Internet communication ethics

C - Asynchronous

When you write about something out of everyday life to your friends or family

A - synchronous

B - asynchronous

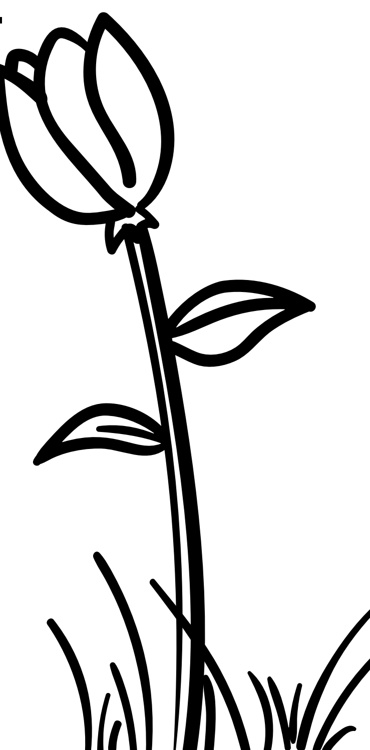
C –word E

mail and .... are examples of synchronous.

A - recorded video clips

B - instant chat rooms

C - Live TV programmers



Question 3: Complete with the appropriate answer:

(Asynchronous -E-Mail - synchronous -ethics communication via Internet- Live TV programmers)

1- .... that be polite And be patient And cooperative when communication with others

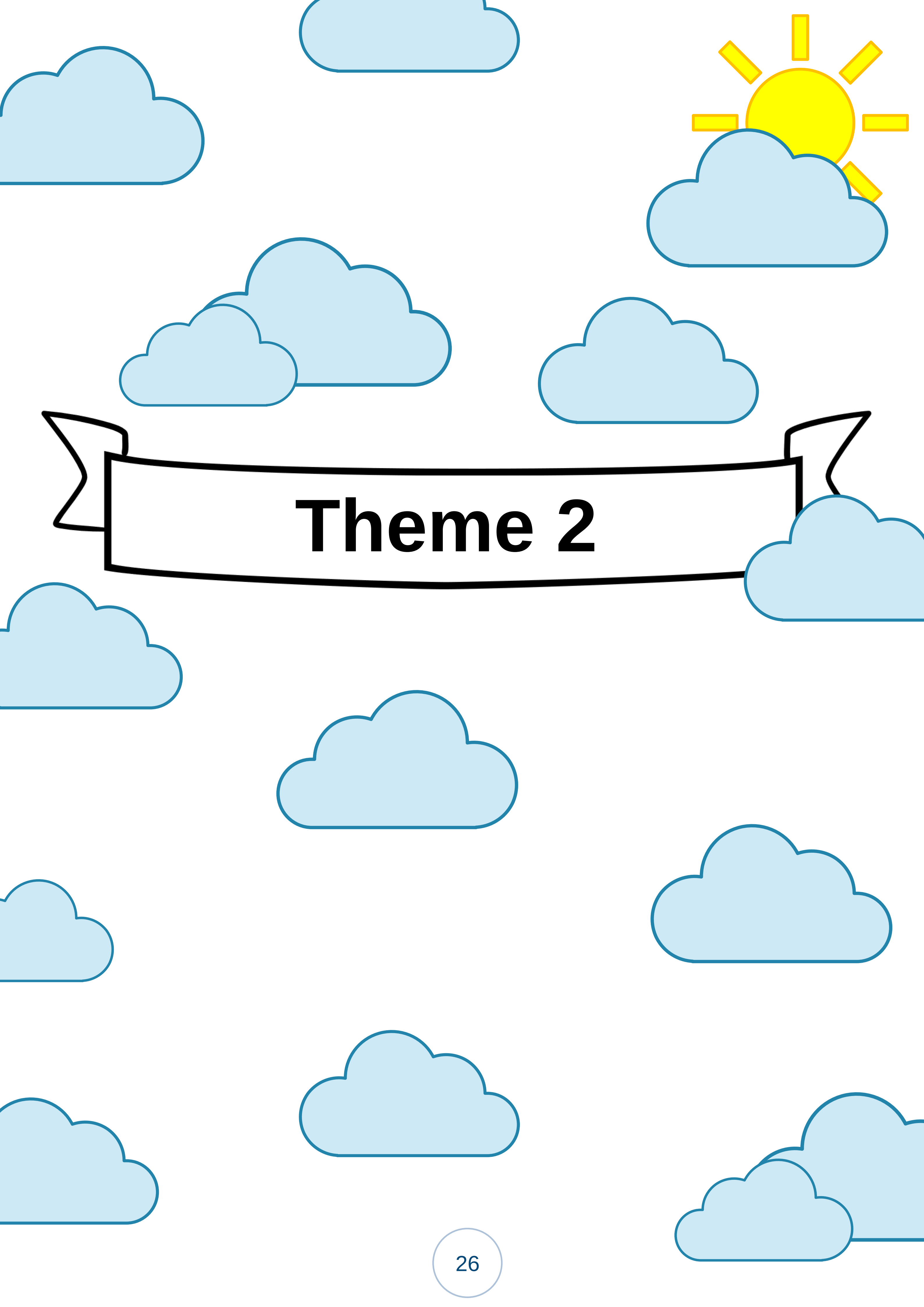
2- .... communication do not need an immediate response.

3- .... an example To Asynchronous communication between individuals.

4- .... communication that does not occur in real time

5- from Examples Synchronous between Individuals..................





Theme 2

Lesson 1: Explore in Action

Dr. Diego Ponce de Leon:
holds a PhD from the Energy and Resources Group, University of California Berkeley

-Uses technology to build renewable energy-related data infrastructure and systems In order to improve the power system and reduce energy waste.

The world made a lot of progress in transitioning away from power generated by fossil fuels derived from coal, natural gas, and oil Instead, wind and solar power are being used

He work helps devices work efficiently is important too .

- **(thermostat):** that Measures the temperature in refrigerators and air conditioners and programming a computer to monitor
- and control them through Sensors Sensors a devices which communicate information back to a computer

The amount of energy changes throughout the day Air conditioners are used a lot during the summer afternoons
Dr.Diego was able to Balance the power grid by moving and storing the electricity from one place to another so that the amounts are more equal

In Egypt, a similar system is being used for a different reason .
but to increase its agricultural land and to ensure food security and to ensure water is being used efficiently in newly reclaimed areas

Exercises

Question 1: Put a (true) or(false):

1- used technology to Help in Solution the problems ( )

2- Dr. Diego Ponce de Leon is an archaeologist ( )

3- The amount of energy changes throughout the da ( )

4- Dr. Diego Ponce de Leon holds a PhD University of California ( )

5-There was one way to generate energy ( )

6- Sensors a device which communicate information back to a computer ( )

7- thermostat that Measures the temperature in refrigerators and air conditioner ( )

Question 2: Complete with the appropriate answer :

(Solar power – Dr. Diego Ponce - thermostats- ensure food security)

1- from Methods generation energy Use ……………...

2-…………… Uses technology to build renewable energy-related data infrastructure and systems

3- used ……………... To Measures the temperature in refrigerators and air conditioners.

4- In Egypt, a similar system's Dr Diego is being used for a different reason …………….

Question3: Choose the correct answer:

Dr. Diego Ponce Used technology to build……………….

1- renewable energy

2- litters

3- find objects

transitioning away from power generated by…………….

1- solar power

2- wind

3- all the previous

thermostat that Measures ……………in refrigerators and air conditioners

1- the temperature

2- the heat all the previous

……………….. a devices which communicate information back to a computer

1- sensors

2- thermostat

3- Debris Tracker

In Egypt, a similar system's Dr Diego is being used for a different reason.

1- increase its agricultural land.

2- ensure food security.

3- all the above

Lesson 2: How digital devices work

Tips for common ICT issues

1- installing software:

Programs can be downloaded through the Internet like Microsoft Office and browser google chrome.

Windows PC:

- The program is downloaded from the Internet through the download button
- Click on the file located in Downloads
- A box will pop up, follow the instructions to finish the installation process.

Android devices:

- Tap on the Apps icon
- Go to the app store **(Google play stores)**
- Find the application you want and click install

2- Updating Software: -

Software should be updated regularly to help it work efficiently - Many programs install necessary updates automatically.

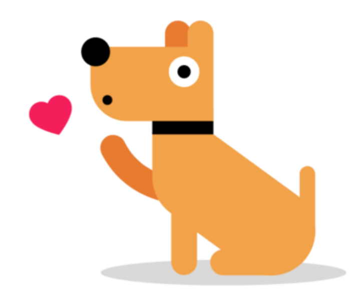
Windows PC:

Some major updates require a restart.

Start ⟶ setting ⟶ Updates and security ⟶ windows update

Android devices:

System ⟶ system updates



Troubleshoot screen freezes Windows:

- PC Click on Ctrl+Alt+Del buttons
- The task manager will appear
- to shut down any program that is marked as "not responding”.
- turn off the device and restart it

Android devices:

Hold the power button for 30 seconds and restart.



Exercises

Question 1: Put a (true) or(false):

1- You can install more than software to your device ( )

2- Software should not be updated regularly ( )

3- No problems will face the user when use the computer ( )

4 - Many programs install necessary updates automatically ( )

5-we should download programs from reliable sources ( )

6-when you face a problem and You can't solve it. you should ask help from your teacher ( )

7- Programs can be downloaded through the Internet like Microsoft Office ( )

8- to download any program from Internet through the download button ( )

Question 2: Complete with the appropriate answer:

(Task manager - windows - google chrome –30second – Restart)

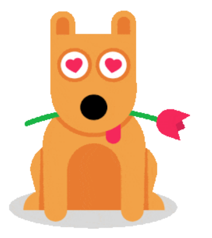
1- Programs can be downloaded through the Internet like …………

2-……………………. is considered the most famous operating system.

3-when you click on Ctrl+Alt+Del buttons ……………………. will appear.

4- Screen Freezes in android device Hold the power button for……………. and restart.

5- ………………….. used To face any problems during your use Computer



Lesson 3 (Introduction to Binary Numbers)

- The computers Simple and efficient as an light switch allow only two states **(on - off)**

This is why the binary number system is so well for sending and receiving and storing digital information.

-What is the binary number system??

It is used to send and receive information and store them on electronic digital devices
Such as computer, mobile phones and calculators by 2 numbers Just (0:1) Yes / No or On or Off

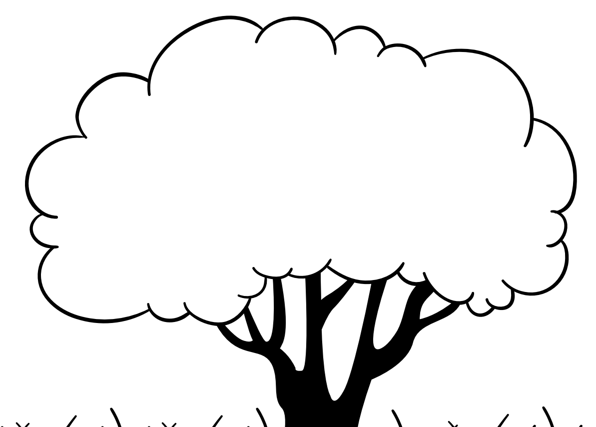
Humans use the decimal number system.

Contains 10 unique numbers (0:9) Therefore, it is called the base ten system.

This system is used to represent all possible numbers, meaning that once we count past the number 9

We add one of the ten unique number symbols as a digit on the left
Counting from the right
Example of the number (150)
(the number to the far right is multiplied by 1 and the number in the middle is multiplied by 10
And multiply the number to the far left (100).

As for the binary system, we add a number to the left by counting from the right, representing each position each place represents a value two times as big as the previous one and so is a quantity of 1s ,2s ,4s ,8s ,16s, etc



Lesson 4 (Determination the needs for a digital project)

-Technology is used to collect data to plan for the future.

Microsoft Word Word in (Microsoft office 365) :

- efficient program to use when working on projects, as it allows group members to work together at the same time
- It allows other users around the world to edit the document if an internet connection is available
- (this can be done by setting up online editing)

Microsoft Paint:

- You can save the image you create and then insert it into your document

E-mail:

- used to send your work to other group members or to your teacher
- Write your ideas in a message or attach a document or image that you've created

Assigning roles:

Group members should know their roles in the project

- Discuss the members of your group to determine the appropriate person for each part of the project
- The strengths of each group member to benefit the group .
- Elements necessary to complete the project
- Tools needed to complete each individual project
- The format used to deliver the information





Exercises

Question 1: Put a (true) or(false):

1- Technology is used to collect data in order to plan for the future ( )

2- You shouldn't discuss the members of your group to determine the appropriate person for each part of the project ( )

3- Group members should know their roles in the project ( )

4- WordPress can save the image you create and then insert it into your document ( )

5- Word allows other users around the world to edit the document if an internet connection is available ( )

6- You can't attach a document or image that you've created by E-mail ( )

Question 2: Complete with the appropriate answer :

(word - technology – Email - Microsoft Paint – roles)

1- Group members should know their ……………. in the project

2-……………… efficient program to use when working on projects

3- used……………….. to collect data in order to plan for the future

4- …………………used to send your work to other group members or to your teacher

5 ………………can save the image you create and then insert it into your document

Lesson 5: Gathering data and presentation



Excel To create a formula we must start with a sign =

Add up numbers:

We select the cells you want to add together, then click on the home page → Auto sum → enter

To add titles or labels to a chart or graph:

Toolbar → chart design → Add a chart element

Choosing the graph/chart colour:

Toolbar → chart design → format

Choosing a chart/chart layout:

Toolbar → chart design → quick layout

Choosing a chart/chart type:

Toolbar → chart design → change chart type

Digital information – handling skills:

You can research, collect, classify, and process information using information handling skills.

Research:-

- When searching for a topic, you must first define the topic of research (research question)
- Use the internet or offline sources that needs like digital books

Collection:

You can use word, Excel (for numeric data) and pen and paper
Like (images - texts - videos -tables)

Classification:

Excel graphs are one example of how can classify and provide a visual representation of data draw in the form of a graph

processing:

- It is the last stage to reach the results and share them with others
- you could use word for reports
- Excel for spreadsheet or PowerPoint to create a presentation.

Exercises

Question 1: Put a (true) or(false):

1- You can Used digital Tools in collecting data ( )

2- You can't get the information you want from Internet ( )

3- Excel one of the programs that is used for collecting data ( )

4- To create a formula, we must start with a sign + ( )

5- To add titles or labels to a chart or graph choose Add a chart element.( )

6- When searching for a topic, you must first define the topic of research. (   )

7- Auto sum is located inside the home tab. (   )

8- Classification It is the last stage to reach the results and share them with others. (   )

9- PowerPoint used for creating a presentation. (   )

10- One of the offline sources that needs digital books. (   )

11- You can research, collect, classify, and process information. (   )

Question 2: Complete with the appropriate answer:

(Add a chart element – format - quick layout - change chart type)

1- ………………………………….. to add titles or labels to a chart or graph

2- .... To choose the graph/chart colour

3- ………………………………. To choosing a chart/chart layout.

4- ....To Choose a chart/chart type.



Lesson 6: Presenting information in an appealing way

Microsoft Word :

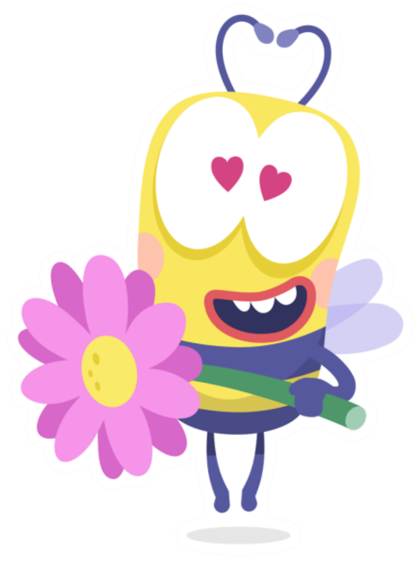
- text is used To display important information in an attractive way
-To show emphasis on specific information (use one or two colors)
-Put important text in bold to make key information stand out
-Use the formatting tools to do this
-You can insert WordArt to make have even more impact.

Presentation software:

To display information in an attractive way through:
Use different colors for the background and add the image , shapes and your own drawing
- **Photographs** that reflect your topic of your message can catch the viewer's eye.
- Graphs and charts are a good way to share data
- Add an audio to enhance a text or image be sure should not be too long or a video clip from the Internet or your creation.

movie maker:

- Used to create a film from a selection of still images
- You must respect copyright and intellectual property rights when using Pictures, video clips, or audio files



Exercises

Question 1: Put a (true) or(false):

1- You can't insert WordArt to make have even more impact ( )

2- You can display information in an attractive way ( )

3- You must respect copyright and intellectual property rights ( )

4- To show emphasis on specific information use more than three colours ( )

5- Put important text in bold to make key information stand out ( )

6- Be sure should not be too long when insert an audio ( )

7- Microsoft Word Used to create a film from a selection of still Images ( )

8- Graphs and charts aren't a good way to share data ( )

9- Photographs that reflect your topic of your message can catch the viewer's eye ( )

Question 2: Complete with the appropriate answer:

(Photographs- charts- WordArt- Graphs- bold - specific information)

1 - ……………………… that reflect your topic of your message can catch the viewer's eye.

2 - You can insert ………………. to make have even more impact.

3 - …………….. and …………….. are a good way to share data Put

4 - important text in ……………. to make key information stand out To

5 - show emphasis on ………………. (use one or two colours)

Lesson 7: Producing an effective presentation.

Storyboard:

is a chart that shows a sequence of content that forms a plan or outline of your presentation

-It allows you to plan your ideas

- pre-visualize the results of the presentation

- Tell your story in a simple way through presentation software

To see an overview of your presentation:

Add a description for each slide → Go to view → Slide sorter.

The 10-20-30 rule for presentations:

10 up to ten slides only.

20 no longer than 20 minutes

30 font no smaller than 30-point size

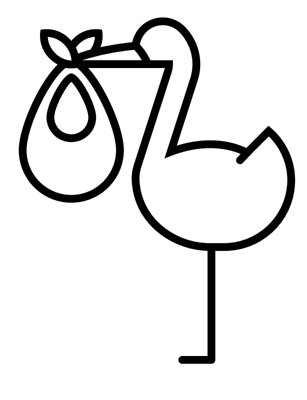
-The presentation should not provide a large amount of information so as not to tire the audience

- Font size should be easy to read

Tab (Design):

- When your presentation is taking shape, look at the "Design" tab in PowerPoint.

- which offers alternatives to the normal black-and-white design of your presentation.



Exercises

Question 1: Put a (true) or(false):

1- from the rules used in presentation The 10-20-30 rule ( )

2- Word is one of the digital Tools used for making your story ( )

3- The presentation should not provide a large amount of information so as not to tire the audience ( )

4- Storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation ( )

5- Storyboard doesn't allow you to plan your ideas ( )

6- you can make your story in a simple way through PowerPoint ( )

Question 2: Complete with the appropriate answer:

(Storyboard - Font size – large - Slide sorter)

1 - ………………………is a chart that shows a sequence of content that forms a plan or outline of your presentation

2 - ………………….. should be easy to read

3 - To see an overview of your presentation choose ……………….

4 - The presentation should not provide a ……………. amount of information so as not to tire the audience.

The 10-20-30 rule for presentations

10 ………………………………………………...

20 ………………………………………………...

30 ……………………………………………….

Lesson 8 (web design principles)

HTML:

It is a (Hyper Text markup language) used to create web pages and is the language that will be displayed on a web browser

word :

can be used to create your web page Choose
" Web Layout " in the “View" tab "Save the file as a web page"
File > save as > web page.

the pictures :

must use a larger image that reflects the main message or to provide information for your story
The Title or Heading:
- Your story should have a Title or Heading that catches your audience's attention
- It should have a larger font size than the rest of the text so that it stands out

Subtitles (Subheadings):

- Allow your audience to see what a particular section of your story is about.
- You write in a smaller font than the headings

Font type:

- It is preferable that the paragraph size be smaller, but clear and visible - It is preferable to use simple fonts so your message is not hard to read

Exercises

Question 1: Put a (true) or(false):

1- Your story should have a title or heading that catches your audience's attention ( )

2-HTML It is a (Hyper Text Markup language) ( )

3- HTML used for creating a web page ( )

4- We must use a small image that reflects the main message ( )

5- There was one way e to create pages web ( )

6-To save file as a web page select Edit menu ( )

7- Word one of the programs that used for creating a web pages ( )

8- It is preferable that the paragraph size clear and visible ( )

9- Subheadings write in a smaller font than the headings ( )

Question 2: Complete with the appropriate answer:

(HTML – the main message – Heading – word)

1- …………………….. is the language that will be displayed on a web browser.

2- Your story should have a ……………………. that catches your audience's attention.

3- must use a larger image that reflects ……………………. or to provide information

4- ……………………… can be used to create your web page.



Final Revision



Exercises

Choose the correct answer:

1- …………is a example of commercial website.

a) The EKB
b) Amazon
c) WordPress

2- You can use ………….. to check for spelling and grammar.

a) Microsoft editor
b) Microsoft Excel.
c) Microsoft windows

3- You can use ……………… program to make a film from a selection of image.

a) Movie maker
b) Excel
c) Word

4- If you communicate with your teacher, you should ………………

a) Jokes
b) Title
c) His first name

5- The purpose of commercial website is to …………………..

a) Provide information.
b) Raise awareness.
c) Sell products.

6- Dr. Diego uses technology to collect data to ………….. for the future.

a) Plan
b) Manage teams
c) Save energy

7- The number of slides in a presentation should not be more than ………… slide.
   a) 10
   b) 20
   c) 30

8- The ………………. Is an example of reliable online libraries.
   a) ADL
   b) EKB
   c) a & b

9- ……………… allow you to read more about the site before clicking on the link.
   a) Online libraries
   b) Meta information
   c) EKB

10- You can use …………… to enhance a text or image in your presentation.
   a) Audio
   b) Video
   c) a & b

11- you can use Microsoft word to create ………………..
   a) Report
   b) Web pages
   c) a & b

12- …………………..is an example of synchronous communication.
   a) Email
   b) Live TV show
   c) A record video

13- We can use specialized search engines, such as …………….
a) Bing
b) Google & Bing
c) a & b

14- ……………………. includes short pieces of information about the website.
a) Icons
b) Menus
c) About link

15- Ms. Keiner used an app called ……………… to collect data about PPE litter.
a) The debris tracker
b) Zoom
c) Satellite

16- ………………….. Is one of your responsibilities as a digital citizen.
a) Privacy
b) Respecting other's privacy
c) a & b

17- in formal satiation, it is usually safe to use …………… positive emojis.
a) Zero
b) One or two
c) More

18- Thermostat is used in refrigerator to measure the ………………
a) Temperature
b) Energy
c) Humidity

19- You can change the colour of a graph / chart using …………… from the toolbar.

a) Format
b) Quick layout
c) Change chart type

20- Storyboards is MS PowerPoint allows you to ………………

a) Plan your ideas
b) Make videos
c) Collect data

21- EKB has content suitable for ……………..

a) Children only
b) Teacher only
c) All ages

22-You can use ………………. To send your work to your colleague.

a) Microsoft word
b) Paint
c) Email

23- ………………Communication in real time communication between people.

a) Synchronous
b) Asynchronous
c) Both of them

24-………………… Is the language that will be displayed on a web browser .

a) PHP
b) HTML
c) HMLT

25- The meta information for the site are placed .... each link.

a) Above
b) Below
c) Opposite to

Question 2 : Put a (true) or (false):

1- The EKB offers material that is subjects to copyright ( )

2- All online information is trusted. ( )

3- Your story should not have a heading on your web page. ( )

4- Dr. Diego used technology to reduce energy waste. ( )

5- CSR is an abbreviation for corporate social responsibility. ( )

6- You should exhibit positive behaviour in interaction with others. ( )

7- You can add video or link with in a collection in Microsoft edge. ( )

8- All online sources are safe to download programs. ( )

9- Auto sum is used to divide cell values automatically in Excell. ( )

10- The 10 – 20 – 30 rule is used in MS Excel. ( )

11- Ms. Keiner was collecting litter data alone. ( )

12- Amazone is an example of commercial web site. ( )

13- You must install update for programs manually. ( )

14- Word art is an amazing excel feature. ( )

15- You can use Microsoft word to create a web page. ( )

16- Commercial websites often include customer reviews. ( )

17- Synchronous communication is useful any time. ( )

18- Graphs and charts are a good way to share data. ( )

19- Be sure the font size is easy to read in your presentation. ( )

20- You can use a web page from edit menu. ( )

21- You cannot attach a document to your email. (   )

22- You can visit museum digitally through digital tools. (   )

23- Some website have search engines inside. (   )

24- All software update require a restart. (   )

25- In formal situations, you should not use emojis. (   )